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DIRECTORATE OF SCIENCE AND TECHNOLOGY

DD/S&T NOTICE NO. 2001

TRAINING

29 September 1964

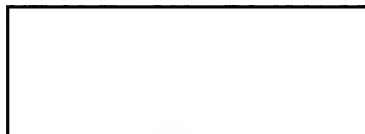
RE-ORIENTATION AND SUPERVISORY RESPONSIBILITIES

1. A half-day program has been designed to make clear the Agency's interest in better supervision of personnel, to point out current weaknesses, and to acquaint all supervisors with those areas of support available to them in their day-to-day managerial duties.

2. This Directorate will join with other Directorates in presenting this program for the benefit of its supervisory personnel. The Re-orientation and Supervisory Responsibilities Session will be attended by all staff employees who:

- a. are in grade GS-14 or above, or
- b. are in grade GS-13 or below and who customarily prepare Fitness Reports on two or more subordinate employees.

3. The program for the Directorate of Science and Technology is scheduled for Tuesday, 6 October 1964. Presentations will be made by senior CIA officials, including the Director of Central Intelligence. The Program will run from 0830-1200. Attendance will be checked at the door of the auditorium and a permanent record of attendance will be compiled.



ALBERT D. WHEELON
Deputy Director
for

Science and Technology

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REORIENTATION IN SUPERVISORY RESPONSIBILITIES
for DDS&T Supervisors

0830-0850	Mr. John A. McCone Director of Central Intelligence
0850-0915	Dr. Albert D. Wheelon Deputy Director for Science and Technology
0915-0945	Mr. Emmett D. Echols Director of Personnel
0945-1000	Break
1000-1030	Mr. Howard J. Osborn Director of Security
1030-1100	Dr. John R. Tietjen Chief, Medical Staff
1100-1200	Mr. Lyman B. Kirkpatrick Executive Director-Comptroller

Please fill out the registration card and hand it to an usher as you leave the auditorium.

The blank card given you is for questions on topics you may wish to have discussed by Mr. Kirkpatrick. Please hand question cards to the ushers at any time before 11 o'clock.

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